

## GB Skill's Leadership & Management Academy

GB Skills, the commercial subsidiary of Greater Brighton Metropolitan College, is at the forefront of the design and delivery of commercial workshops for local and national businesses. We are delighted to introduce our Leadership & Management Academy which will offer organisations the opportunity to develop their existing and aspiring managers via a challenging and exciting programme.



This programme will empower everyone in your organisation to achieve improved performance and team results. It offers you and your employees an opportunity to develop the skills needed to excel. It also provides an environment to review and share your existing goals and values with like-minded people, working through organisational and individual issues as a group.

### What our clients say:

"One of the most useful courses I have ever attended...highly recommended as a practical course that can be immediately applied and produces results."

**Lisa Hector, General Manager - Link to Hope**

"I found the course really useful to focus on what I have to within my role as manager in order to improve the leadership and running of my pre-school."

**Sharon Bennett, Manager -  
Laugh & Learn Pre-School**

"I found the Leadership and Management Course to be both informative and constructive on both a professional and personal level. The atmosphere was relaxed however efficient, to allow the learning process to be effective."

**Scott Andrews, ACQI Quality Manager -  
Waukesha Magnetic Bearings**

"Thank you, found it interesting...a good starting point for my management career"

**Jason Webb, Director - ETI Ltd**

"Great trainer and very approachable."

**Gill Frost, Business Analyst -  
Worthing Borough Council**

"Topics covered are all clear and I have instantly put some of the ideas into practice."

**Felicity Field, Director of Artistic Planning -  
Brighton Dome**

"Well structured and enjoyable. The role play aspect was challenging and fun."

**Steve Hopkins, IT Manager - United Merchants**

"Very valuable course for motivation and direction."

**Tina Tilley, CEO -  
Worthing and Adur Chamber of Commerce**

Greater Brighton  
Metropolitan  
College

## Leadership & Management Academy

2018 programme

# MET

01903 273 732

business.solutions@gbmc.ac.uk

## Programme schedule

### Day 1 – Gear Up For Success™

An exclusive\* programme to the Leadership & Management Academy, developing a structured process to encourage changes in behaviour, challenge existing methods of operation, and develop a personalised plan to set and achieve your business objectives.

\* This programme is not available through any other training provider.

### Day 2 – Leadership Skills

Leadership Styles, Understanding People, Power and Authority, Clear and Concise Communication, Motivation, Inspirational Leadership, Effective Meetings.



### Day 3 – Presentation Skills

Connect with your audience through skilled performance, Preparing a Presentation, Dealing with Nerves, Preparing Yourself, Delivering your Presentation.

### Day 4 – Interviews and Appraisals

Sourcing Candidates, Preparing, Conducting and Analysing an Interview, Evaluating Candidates, Assessing Potential.

The General Principles of Appraisals, Designing a Successful System, Conducting the Appraisal Interview, Planning Continuous Professional Development.



### Day 5 – Increase Team Delivery, Time Management, Evaluating Training

Develop Action Plans and Measure Performance, Increased Delivery through Motivation, Building your Team, Organise your Time, Balancing Daily Tasks, Planning Techniques to Save Time, Instant Changes, Delegation, Measuring the Impact of Training.

## The Centre for Leadership



The programme is delivered at our dedicated training centre in Worthing.

The Trainer—Paul Trew

With over 30 years' experience in corporate training design and delivery running his own training consultancy, Paul is the Commercial Training Manager for GB Skills.

### Cost and dates

Total cost for the five day programme £875.00

- Day 1: Wednesday, 02/05/2018
- Day 2: Wednesday, 09/05/2018
- Day 3: Wednesday, 16/05/2018
- Day 4: Wednesday, 23/05/2018
- Day 5: Wednesday, 30/05/2018